

Program Description
Electronic Instructional Material
In Liew of Basil Text and as Supplemental Material

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Typing Time Windows Version (0-538-69990-6)

Copyright: 2003 Grade Level 4-6

Type of Software CD-ROM Course/Content Area: Vocational and Career Education; Business Program; Touch Keyboarding for 4-6

Hardware Required: Pentium 75MHz or compatible Processor; 16 MB RAM required; 40 MB Hard drive with 25 MB free (180 MB free for full install); 4X speed CD-ROM with CD-DA outputs; 640x480 graphics with 256 colors (super VGA); 101-key Keyboard or equivalent; mouse; Sound card optional

Operating System Required: Windows 95, 98, 2000, or Windows NT 4.0 Workstation

| Pricing: | List Price | Lowest Wholesale Price |
|------------------------|-------------------|-------------------------------|
| Stand Alone | _____ | _____ |
| Site License | <u>1018.95</u> | <u>755.00</u> |
| Lab Pack | _____ | _____ |
| Network License | _____ | _____ |
| Internet Based | _____ | _____ |

Key Features:

- Teacher options for backspace key and for reports
- Typing Time has a separate textbook that correlates to the software for extra activities.
- Casey (main character in the software) leads students through the program as they experience animation, movies, and skillbuilding games. Typing Time teaches correct finger placement, builds basic skills, then works on speed and accuracy. Casey also leads the way through warm-up exercises and practice drills using the Typing Time full-featured word processor.
- HOME ADVANTAGE software also available (see ISBN 0538434546 for Windows, see ISBN 0538434554 for Macintosh, or visit <http://www.homeadvantage.swlearning.com>)

Other Pertinent Information:

- Typing Time can be used in a standalone 6-9 week course or as a module incorporated into a semester or year-long computer course.

- **Available Ancillary Materials:**

Typing Time textbook (0-538-43538-0)
 Bundle Typing Time, Windows (0-538-43548-8)
 Integrated Computer Projects (0-538-43386-8)

Typing Time Windows Version (0-538-69990-6)

Gratis Items to be provided and under what conditions:

Instructor's Manual for Typing Time textbook (0-538-43459-7) Free 1 per teacher

Instructor's Manual for Integrated Computer Projects (0-538-43387-6) Free 1 per teacher

Program Description
Electronic Instructional Material
In Liew of Basil Text and as Supplemental Material

Vendor: Thomson Learning/South-Western Web Address: www.swep.com

Title: Typing Time Mac Version (0-538-43440-6)

Copyright: 2003 Grade Level K-5

Type of Software CD-ROM Course/Content Area: Vocational and Career Education; Business Program; Touch Keyboarding for 4-6

Hardware Required: Macintosh with 66 MHz 68040 processor (LC 475 or better); 16 MB or RAM; 80 MB Hard drive with 20 MB free (180 MB free for full install); 4X speed CD-ROM with CD-DA output, multi-session compatible; 640x480 graphics with 256 colors; Apple keyboard II (or equivalent), mouse

Operating System Required: System 7.5.3 or higher

| Pricing: | List Price | Lowest Wholesale Price |
|------------------------|-------------------|-------------------------------|
| Stand Alone | _____ | _____ |
| Site License | <u>1018.95</u> | <u>755.00</u> |
| Lab Pack | _____ | _____ |
| Network License | _____ | _____ |
| Internet Based | _____ | _____ |

Key Features:

- Teacher options for backspace key and for reports
- Typing Time has a separate textbook that correlates to the software for extra activities.
- Casey (main character in the software) leads students through the program as they experience animation, movies, and skillbuilding games. Typing Time teaches correct finger placement, builds basic skills, then works on speed and accuracy. Casey also leads the way through warm-up exercises and practice drills using the Typing Time full-featured word processor.
- HOME ADVANTAGE software also available (see ISBN 0538434546 for Windows, see ISBN 0538434554 for Macintosh, or visit <http://www.homeadvantage.swlearning.com>)

Other Pertinent Information:

- Typing Time can be used in a standalone 6-9 week course or as a module incorporated into a semester or year-long computer course.
- **Available Ancillary Materials:**

Typing Time textbook (0-538-43538-0)
 Bundle Typing Time, Macintosh (0-538-43751-0)
 Integrated Computer Projects (0-538-43386-8)

Typing Time Mac Version (0-538-43440-6)

Gratis Items to be provided and under what conditions:

Instructor's Manual for Typing Time textbook (0-538-43459-7) Free 1 per teacher

Instructor's Manual for Integrated Computer Projects (0-538-43387-6) Free 1 per teacher



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



| | | | |
|---|---------------------------|--|-------------------------------|
| Title: Typing Time Cost: \$755.00 | | | |
| Publisher: Thomson Learning/South-Western | | | |
| Item Evaluated: Textbook & Software | | | |
| Copyright Date: 2003 | | Evaluator: Melissa Helton | |
| Content Level: 4-6 | | Date of Evaluation: July 31, 2003 | |
| Level of Alternative Format | Level 1 – Full Compliance | Level 2 – Provisional Compliance | Level 3 – Marginal Compliance |
| This section completed by Exceptional Children Services | | | |

Overall Strengths and/or Weaknesses

Disclaimer: Comments on the strengths and/or weaknesses of each book, material or program were written by members of the State Textbook/Instructional Materials Review Team and reflect their opinions . They do not reflect the opinions of the State Textbook Commission nor the Kentucky Department of Education. In addition, the State Textbook/ Instructional Materials Review Team completed each evaluation form during the week of July 28-Aug. 1, 2003. In order to maintain the integrity of the of the review team's comments, editing was limited to spelling and punctuation.

| Recommendations: |
|--|
| <input type="checkbox"/> Recommended by reviewers to State Textbook Commission |
| <input type="checkbox"/> Not recommended by reviewers to State Textbook Commission |

Publisher's Explanation of Reviewer's Comments: By action of the State Textbook Commission, publishers are provided limited space, 150 words, to respond to what they may consider factual errors made by the reviewers in the evaluation.



Group V - Career/Technical Vocational/Practical Living Education Instructional Materials Evaluation Tool Business



| | | |
|---|--------------------|----------------------------------|
| Title: Typing Time | | Publisher: Melissa Helton |
| Technology Management Summary Data: | 20 possible points | 20 points earned |
| Technology Management Comments: Students can print records reflecting lessons completed, GWAM, Errors, etc. | | |
| Technology Presentation/Interface Summary Data: | 40 possible points | 40 points earned |
| Technology Presentation/Interface Comments: Colorful with lots of graphics. Games that are age-appropriate. Available in Macintosh & Microsoft. | | |
| Content Summary Data: | 44 possible points | 16 points earned |
| Content Comments: Begins to explore some career & Employability Skills. No focus on teamwork math, or ethics. | | |
| Instruction & Assessment Summary Data | 52 possible points | 37 points earned |
| Instruction & Management Comments: Repetitive, but necessary. Assessments are not varied. Grammar Connections. | | |
| Organization & Structure Summary Data | 36 possible points | 34 points earned |
| Organization & Structure Comments: Illustrations are nice. | | |
| Resource Material Summary Data | 40 possible points | 16 points earned |
| Resource Material Comments: No Online Resources Available. Minimal recommendations for students with special needs. | | |



Group V - Career /Technical & Vocational/Practical Living

Electronic Instructional Media Review Form

Stand Alone/Independent or Integrated Software for Business



| | | | | | |
|--|--|---|---|--------------------------------|----------------------|
| Equipment (circle or change fill color) | Grade Level (circle or change fill color) | Audience (circle or change fill color) | Format (circle or change fill color) | Cost \$755.00 | |
| Windows | Primary | Individual | Stand Alone/Independent | _____ single copy | _____ site license |
| Macintosh | Intermediate | Small Group | Integrated | _____ network version | _____ school version |
| CD-ROM | Middle | Large Group | Supplemental | _____ lab pack of _____ copies | _____ online |
| DVD | High | | In lieu of basal test | | |
| Sound | | | | | |
| Other | | | | | |

If other, explain

| | | | | | |
|--|------------------|--------------------------|-------------------------|-----------------------|----------------|
| Type of Software: Check all that apply | _____ Simulation | _____ Management | _____ Interdisciplinary | _____ Problem Solving | _____ Tutorial |
| _____ Exploratory | _____ Creativity | _____ Drill and Practice | _____ Critical Thinking | _____ Utility | _____ Other: |

| | | |
|----------------------|--------------------|--------------------|
| Rating Scale: | 3—Some of the time | 1—None of the time |
| 4—All or the time | 2—Minimally | 0— Not applicable |

| Management | Rating |
|--|--------------|
| Allows customizing for individual learning needs. | 4 |
| Allows students to exit and resume at a later time. | 4 |
| Keeps a students performance record, where needed. | 4 |
| Allows control of various aspects of the software (e.g., turning sound off). | 4 |
| Allows for printed reports. | 4 |
| Comments: | Total |
| Available in Macintosh & Microsoft. | 20 |

| Presentation/Interface | Rating |
|--|--------------|
| Presents material in an organized manner. | 4 |
| Has consistent, easy-to-use, on-screen instructions. | 4 |
| Has developmentally correct presentation format. | 4 |
| Adapts to different learning environments (learning styles/multiple intelligences, etc.) | 4 |
| Accessible for special needs students. | 4 |
| Runs smoothly, without long delays. | 4 |
| Presents easy-to-view text and graphics. | 4 |
| Presents easy-to-hear and understand sounds. | 4 |
| Avoids unnecessary screens, sounds, and graphics. | 4 |
| Provides immediate, appropriate feedback. | 4 |
| Comments: | Total |
| Colorful with lots of graphics. Games. | 40 |

| Content—Business | Rating |
|--|---------------------|
| Career Experiences | 2 |
| Employability Skills | 3 |
| Teamwork | 0 |
| Global Perspective | 0 |
| Mathematical Skills | 0 |
| Communication | 2 |
| Diversity | 0 |
| Ethical Practices | 0 |
| Academic Integration | 2 |
| Real World Application | 3 |
| Content Area Concepts Addressed | 4 |
| Comments: Begins to explore some career & Employability Skills. No focus on teamwork math, or ethics. | Total 16 |

| Rating Scale: | 2—Minimally |
|--------------------|--------------------|
| 4—All or the time | 1—None of the time |
| 3—Some of the time | 0— Not applicable |

| Instruction and Assessment | Rating |
|--|---------------------|
| Identifies a Sense of Purpose | 4 |
| Builds on Student Ideals | 3 |
| Engages Students | 3 |
| Develops Business Ideas | 2 |
| Promotes Student Thinking | 2 |
| Assesses Student Progress | 4 |
| Enhances The Learning Environment | 3 |
| Reading level is appropriate for interest and ability level of intended student group; level remains consistent throughout. | 3 |
| Commonwealth Accountability Testing System (CATS) “like” Assessment is provided | 0 |
| Variety of Assessments (diagnostic, formative, summative, open response, multiple choice, individual, small group, oral, demonstrations, presentations, self and peer performance, portfolio prompts) is included. | 2 |
| Includes activities and opportunities for integration of technology. | 4 |
| Reflects researched-based practices (e.g. hands-on activities, technology, problem-solving situations) | 4 |
| Differentiation techniques and activities suggested. | 3 |
| Comments: | Total 37 |

| | | |
|---------------------------------|-----------------------------------|--------------------|
| Rating Scale: | 3 – Some potential for learning | 1 - Not present |
| 4 – High potential for learning | 2 – Little potential for learning | 0 – Not applicable |

| Organization and Structure | Rating |
|--|---------------------|
| Organization is logical and allows for spiraling of content. | 4 |
| Vocabulary and key terms are clearly defined and easily accessible within each lesson. | 3 |
| Visual illustrations (e.g. graphs, charts, models) and examples are clearly presented and content-related. | 4 |
| Illustrations and language reflect diversity (e.g. racial, ethnic, cultural, age, gender, disabilities). | 3 |
| Legible type, length of lines, spacing, and page layout and width of margins contribute to overall appearance and use. | 4 |
| Student materials seem durable and conducive to daily use. | 4 |
| Includes sufficient glossary, index and appendices. | 4 |
| Employs accurate grammar and spelling | 4 |
| Organization of material can be effectively used with Standards Based Units, Core Content and Program of Studies. | 4 |
| Comments: | Total 34 |

| Resource Materials | Rating |
|--|---------------------|
| Teacher materials coordinate easily with student materials (e.g. additional resources included at point of need, student pages shown, integration of technology indicated) | 3 |
| Activities are included that adapt to the various learning styles, intelligences, and interest/ability levels. | 2 |
| Extension activities including adaptations and accommodations for students with special needs. | 2 |
| Resources provide objectives, background information, common student errors, hints, advice for lesson implementation and real-world connections, connections with career and/technology and references (e.g. solution manuals, study guides) | 3 |
| Suggestions are made for integration of themes and /or interdisciplinary instruction. | 3 |
| Integration opportunities suggested and examples given. | 3 |
| Teacher resources are available online. | 0 |
| Online resources available – Repeat of information in text. | 0 |
| Online resources available – Practice skills only. | 0 |
| Online resources available – New application materials. | 0 |
| Comments: | Total 16 |

| Rating Scale: | |
|--------------------|--------------------|
| 4—All or the time | 2—Minimally |
| 3—Some of the time | 1—None of the time |
| | 0— Not applicable |